

### **EXECUTIVE SECRETARY/FISCAL COURT CLERK**

High school graduate with law office experience preferred; Experienced in secretarial and dictation equipment (3 -5 years minimum). Thorough knowledge of office practices and procedures; Acts as custodian of official documents and records; Ability to work independently; Computer and word processing skills required; Salary range \$30, 000 to \$42,000; Cover letter and resume must accompany application. Applications available: Campbell County Fiscal Court, 24 W 4<sup>th</sup> Street, Newport, KY. 41071; or

[www.campbellcountyky.org](http://www.campbellcountyky.org) Open until filled.

**EQUAL OPPORTUNITY EMPLOYER**